



Katie Bryan

Commerce Representative

2nd Quarter Report 2010

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PART ONE: CONSTITUTIONAL DUTIES

32.5.1 I am currently in my fourth and final year of full time study doing a BCom majoring in Accounting, and a DipGrad endorsed with Finance.

32.5.2 I am representing commerce students at Otago University to the best of my ability and have endeavoured to do this through the semester so far by attending Divisional Board meetings as well as the commerce-specific events. There have been a few opportunities for me to specifically deal with Commerce students and division-specific issues this quarter.

My role this year has included the involvement with committees such as EDUCOM, the Divisional Board, Pathways, OCOM, the BCom review, and OUSA, all further discussed below. Outside the scope of my OUSA duties, I am involved in the sports club, OUASC, and have been busy with my university studies.

Tasks and work in progress are explained further in the report.

PART TWO: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

This report breaks up the Executive Officer Position Description Duties into its two relevant sections: general duties of all Executive Officers, and duties of a Divisional Representative.

Applicable General Duties

2.1.1. I haven't yet assisted on the OUSA help desk as no opportunities have arisen. I have offered on the few times they have needed assistance and will endeavour to assist in the future.

2.1.2. Being harassment contacts: Aside from assisting with the "Are You OK" campaign during Orientation Week at the beginning of the year, I have not been able to further be a harassment contact. I am pretty sure no need has arisen for me to be one.

2.2. I have attended most fortnightly Executive meetings we have had so far this quarter, with the exception of being sick for one and having exams for another.

I showed my support to OUSA regarding VSM by sending in a submission.

There have been no national conferences this quarter that required my attendance.

2.3. I have maintained detailed budgets for my cost centre. I have spent a portion of my budget on posters and fliers to promote Networking 101. As a divisional representative, my budget for the year has increased to \$500. I spent a significant portion of my budget on the June Networking event. The other events I have had sponsored by outside sources, who will be detailed later in this report.

Duties of a Divisional Representative

7.1. I have assisted the Education Officer in the implementation of University Senate Policy on Class Representatives by:

7.1.1. Supporting the Education Officer with class representative events such as attending the recent class representative party held on May 13. I have contacted class representatives by sending information through Matt Tucker's class representative email.

7.1.2. Therefore, I have maintained regular contact with class representatives in my division via email or other means and

7.1.3. Encouraged regular departmental meetings with class representatives, and attending these meetings whenever possible. I have sent apologies and have received minutes for some departmental class representative meetings. Unfortunately it wouldn't be time-effective for me to attend all class rep meetings for all divisions of commerce.

7.2. I attended the Commerce Divisional Board meetings, and made an input where I felt it was necessary. Harriet and I submitted our support to merge the Accounting and Finance departments, the removal of Business Law as a minor and the change in teaching to the Law department. Steph, Michael and I submitted our support to make an entrepreneurial postgraduate diploma.



I have asked numerous students their opinions on the matter of changing from a thirteen-week semester to a twelve-week semester for the discussions we have had in EDUCOM. I have informed them of various other occurrences related to them when I feel their opinion is needed.

7.3. I have met the Pro Vice-Chancellor of the Commerce division.

I have also had regular contact with Claire Ramsay, of the School of Business, to discuss Networking 101.

7.4. I have displayed advertising material of personal contact details and office hours around the teaching spaces of my division. I am privileged in that the division has access to all commerce students' emails. This means I have been able to send monthly emails out to fill them in on recent and applicable news within the division. I have continuously received responses from a number of individuals, and have had support from many commerce students. The responses I have received were helpful and I have found it great to know what the opinions of various students are. Through this channel, I have successfully supported students and ensured a microwave is available in the commerce building for their use.

Further suggestions I have received are ideas of putting comfortable couches/seats in the second floor of the commerce building; to fix the drinking fountain (which I did); and to research some way to warm the second floor of the building. I will look into this. I have my contact details on the Networking 101 posters, PowerPoint slide, fliers, and facebook group, which appear around the commerce building.

7.5. I have maintained links with, and assisted, affiliated bodies within my division. I am an honorary member of the Commerce students' society (OCOM) and have been assisting them in any way I can. This quarter I have reduced the time spent with OCOM to improve my general OUSA duties I tended to neglect in the first quarter. I have not had regular office hours of duty in the OCOM office, but have made sure I am regularly seen in the office to support the society. I feel I have done this successfully by attending OCOM meetings, and liaising with executives about proposed future events, which I hope to financially support as well. I continually communicate with Leighton and Manesh in person re events/planning/strategy.

7.6. I have attended meetings with staff members of OUSA to inform them about academic issues that are inherent within commerce. This includes attending all EDUCOM meetings. I have also contacted Harriet to ask her opinions on divisional matters.

7.7. I maintain a good working relationship with the Education Officer, proactively bringing issues from my Division to her attention, meeting with her on a weekly basis and employing her help with shopping for Networking 101.



7.8. I am a member of the Education Committee.

7.9. I have, this quarter, maintained a reasonable balance between division specific work and general OUSA work. I attend regular meetings for both OUSA and OCOM and have duties within both associations. I also do as much as I can to assist both associations with occurring events.

7.10. So far I have worked at least ten hours per week on average this quarter. I recognise I have continued to do a fair amount of my work outside OUSA office as I tend to be in the Commerce building for Networking and for the commerce students. I also recognise that a lot of time is spent talking to students and staff in various parts of the division. I feel that I have managed my time effectively and done the best possible job with my limited time. I feel I have done the best I possibly can this quarter and I am proud of what I have achieved.

PART THREE: GENERAL

As in the first quarter, the activities I have been involved with this quarter continue to involve OCOM and the School of Business. I have supported students on academic issues within the department and had regular contact with them to get their opinions heard within the School of Business. I have also had meetings with lecturers in the department, School of Business staff, OUSA staff, OCOM executives, and students, to convey the students' views and my own in my capacity as a divisional representative.

The BCom Programme was reviewed by the University at the end of May. I had been in continuous contact with the Review Secretary, Eleanor Harrison, who is responsible for organising the review. Eleanor wanted submissions from interested parties and I assisted her in finding students to contact. To do this, I spread the information as widely as I can through departmental emails, which I have sent monthly, through OCOM emails, through Matt Tucker's class representative email, and through Networking 101. Between us, we decided to hold the discussions to the Review Panel over afternoon tea on Monday 31 May.

I attended the Audacious Business Launch at the Hutton Theatre to support the organisation as it is an asset to Otago University, the only university that offers it to all students without pre-requisite regulations.

During Healthy Lifestyles Week I took part in the Bike Relay, which was a fun event consisting of students riding anything with wheels around campus. It was a lot of fun and I was lucky enough to get a scooter to mish around on.



I assisted at the SGM by helping with the barbeque and distributing the food around the students who attended the meeting. I was on chalking, but due to bad weather that wasn't necessary.

I took part in the OUSA Capping Show skit, and acted as a ditzzy commerce student, much to my dismay! It was a fun skit to participate in, and unfortunately they didn't show it the night we went to the show!

For the middle weekend for Graduation, I assisted Harriet in carrying the University of Otago banner in the parade, and attended the capping ceremony. I thoroughly enjoyed the experience and it makes me more eager to graduate myself. I felt very insignificant and unqualified to be there!

I have attended as many of the Pathways meetings as my timetable allows. I have tried to help John in the plans for the internship program as I support the campaign.

The OCOM "Meet the Executives" occurred on the 26th May, which I attended with the OCOM executives.

I attended Shonelle's balloon release for Thursdays in Black.

I now have an embarrassing exec magazine cover poster.

It appears I bring the OUSA website the most hits from google.

The majority of my time has been spent on getting Networking 101 up and running to allow commerce students and staff to interact in a positive and professional environment where they can form networking bonds which may be of benefit to them in the future.

Sponsorship: I successfully was granted sponsorship from NZICA via meeting with Adam Hayman. NZICA are interested in fully sponsoring four events throughout the year at \$250 each. The School of Business also said they would sponsor one of the events, and I will put my budget toward the other event. That makes six events this year which are fully funded, so I decided to hold one a month on the first Thursday. The School of Business allowed me to host the event in Co2.07 from 4pm.

Promotion: Zina designed posters, fliers, and designed a PowerPoint slide to put on the TV screens in the commerce building. I made a facebook page which has 80 members. Steph and Brad assisted me in the catering for the events.

Launch: The first event was held on Thursday 6 May and we had approximately 40 to 50 people attend. Food and drink was provided and it was essentially a free event for students to enjoy. The second event was equally successful, even though it was around exam period.



Guest Speaker: At every event I am planning on having a guest speaker present for between 10-20 minutes. Shelley Beales, HR manager of Polson Higgs Dunedin, was recommended to me, so I asked her to speak at the first event which she was more than happy to do. She spoke about networking successfully and was very entertaining and enjoyable. Mark Cumisky from the Otago University careers office spoke at the event in June, which was also well received.

Changes: I changed the time of Networking to be 5pm rather than 4pm, as some of the feedback I have received suggested more students would attend if it was slightly later.



GOALS

- To continue to successfully promote Networking 101. To host an event for the five remaining months and to get a good number of staff and students attending.
- To assist OCOM in any way that I can and to ensure that the plans of the executive members correlate and are productive to promote OCOM as a society. Also, to help OCOM with the event they are planning on having with ASSA that involves a rather large boat.
- Supporting OUSA in the campaign against the voluntary student membership bill.
- To do my best to get the views of students heard in the School of Business, and to support the proposals within the division that I believe need to be investigated. This includes continuing to send monthly emails to commerce students.
- I want to endeavor to improve my communication with OUSA exec members. To do this I will send a weekly outline of activities to Harriet and I invite any questions at any time.
- To get my degree! Finally!

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